

**BY ORDER OF THE COMMANDER
HQ AIR FORCE FLIGHT TEST CENTER (AFMC)
EDWARDS AIR FORCE BASE CA 93523-5000**

AFFTC INSTRUCTION 31-25

8 AUGUST 2000

Security Forces

CONTROL OF PETS



COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This instruction establishes procedures for registering, immunizing, controlling, apprehending, adopting, and disposing of animals on Edwards AFB. It applies to all Edwards AFB residents.

SUMMARY OF REVISIONS

Establishes changes in base agencies responsibilities. (Para 2) Changes nuisance animal determinations. (Para 5.5.3.) Changes the hours of operation for the Animal Control Facility. (Para 8.1.1.) Eliminates the turn-in of unwanted animals. (Para 8.2.)

1. Policy: Unusual/exotic pets, such as farm animals, naturally wild animals, wolf hybrids, subhuman primates and others, as defined by the base veterinarian, are not permitted on base without written permission of the Installation Commander. In addition, there are several animals that are illegal in the state of California, i.e., ferrets, gerbils, etc. For a more detailed list call Security Forces Wildlife and Animal Control at 277-7138/7139.

2. Responsibilities:

2.1. Chief of Security Forces will:

2.1.1. Be the office of primary responsibility for this instruction.

2.1.2. Assign personnel to maintain and operate the Animal Control Facility (ACF).

2.1.3. Report violations of this instruction to unit commanders and/or first sergeants for action. Vicious animal incidents will be reported to the Installation Commander and unit commander/first sergeant. The Base Veterinarian will determine the disposition of the animal, unless otherwise directed by the Installation Commander.

2.1.4. Coordinate with Army Veterinary Services on the search for domesticated animals that have bitten humans.

2.1.5. Alert the Hospital Emergency Services/Medic on Duty in all cases where an animal is involved in an incident of biting a human and the animal cannot be found.

2.2. Army Veterinary Services will:

2.2.1. Be the office of animal control responsibility for this instruction.

2.2.2. Be responsible for keeping applicable immunizations and records, as well as a suspense file on expiration dates for all mandatory immunizations.

2.2.3. Notify active duty members in writing upon failing to keep any scheduled appointments, and notify unit commander/first sergeant for second offense, via letter.

2.2.4. Determine the place of quarantine, when necessary.

2.2.5. Notify Security Forces Animal Control when pound quarantine is required.

2.2.6. Coordinate with Security Forces on the identification of animals during any search for any animal that has bitten a human.

2.2.7. Assist the Installation Commander and Security Forces in identifying an animal-related public health hazard.

2.3. Base Civil Engineering, Pavements, and Ground Sections will:

2.3.1. Be responsible for picking up any dead animals found along the road and removing them to the burial site at the Sanitary Landfill under AFFTCI 32-16, *Dead Animal Disposal*. The owner of a dead animal will be responsible for its burial, to include transportation to the burial site at the Sanitary Landfill. This applies to domestic pets and horses. The key to the site is maintained at the Veterinary Treatment Facility.

2.4. Unit Commander/First Sergeant will:

2.4.1. Ensure unit personnel comply with this instruction.

2.4.2. Reply by endorsement to notification that a unit member has failed to keep his or her scheduled veterinary appointment.

2.4.3. Conduct an informal investigation upon receipt of an AF Form 3545, *Incident Report*, for animal abuse.

2.5. EAFB Hospital will:

2.5.1. Notify the Security Forces Animal Control Section (277-7138) on all animal bite incidents.

2.5.2. Notify the Security Forces Desk (Direct line or 277-3340), during non-duty hours only.

3. Registration:

3.1. Registration for adult animals will consist of a DD Form 2208, **Rabies Vaccination Certificate**, and an Edwards AFB Rabies Tag. Animals are to be registered with the Base Veterinary Clinic within 10 working days after arrival on base.

3.2. Dogs and cats younger than 3 months old, will not be issued the tag or the DD Form 2208. Their registration will consist of starting health records on the animals at the veterinary clinic, and initiating the puppy and kitten immunizations. When these animals are of age, they will receive their rabies vaccinations certificate (DD Form 2208), and tag. For personnel arriving at Edwards AFB, the Base Veterinarian may issue a new DD Form 2208 and tag without giving the vaccination if proper proof is shown that this vaccination was received from another source. **RABIES SHOTS AND THE DISTEMPER VACCINATION ARE MANDATORY SHOTS.**

3.2.1. All dogs and cats must be examined for gastrointestinal parasites at the time of first vaccination, between 6-9 weeks old.

3.2.2. All dogs and cats, 3 months or older, will wear current rabies tags.

3.3. Registration for horses consists of arranging an appointment with the Riding Club Veterinary Treatment Facility. Horses must be quarantined for a minimum of five (5) working days upon entry to the base to ensure proper documentation concerning the horses' health and vaccinations are in order.

4. Immunization And Laboratory Tests:

4.1. The Base Veterinarian will give immunizations according to Army Regulation 40-905, *Veterinary Health Services*.

4.2. Security Forces Animal Control, upon request from the Base Veterinarian, will remove all pets requiring mandatory immunization, from the installation or impound at owner's expense, for two neglected vaccination appointments.

5. Control:

5.1. The number of dogs and cats authorized to reside on Edwards AFB collectively, will not exceed 3 per household. This does not include the ownership of horses, fish, birds, and hamsters, etc.

5.1.1. Puppies or kittens from litters may not remain in the household after the age of 4 months if they exceed the household limit.

5.2. Owners will confine all pets at their home or exercise them under the immediate owner's control (leash or voice control). Owners may exercise animals in open areas (parks, desert, etc.) off leash, if under voice control of a responsible individual age twelve years or older. Owner is responsible for any feces left by their animal. Pets will not be left unattended in a motor vehicle. If the pet is to be on a chain or cable, it must have a minimum length of 10 feet.

5.2.1. Dormitory residents may request authorization to have pets through the Consolidated Dormitory Management Office (CDMO). However, these will be limited to fish, small seed eating birds, hamsters and guinea pigs. Ownership of unit-approved pets prior to publishing of this regulation may be permitted, but must be recorded at the CDM office.

5.2.2. Except for seeing-eye dogs, animals are not allowed in public facilities or facilities where food is sold, processed, served, or stored.

5.2.3. Horse riding in the base housing area is prohibited with the exception of special events or with written authorization from the Installation Commander.

5.3. All animals, except those in the rodent family or animals known not to transmit rabies, involved in a human bite or scratch incident, are rabies suspects and quarantined for 10 days.

5.3.1. The Base Veterinarian may elect home quarantine if the animal is properly vaccinated, under proper control at the time of the incident, and shows no obvious signs of viciousness.

5.3.2. Pound quarantine is required in all other situations.

5.3.3. The animal's record will be noted to show any involvement in a bite incident or if a rabies suspect.

5.4. During the 10 day period, the base veterinarian may quarantine the animal at:

5.4.1. The owner's quarters, isolated from the public. The pet owner will deliver the suspect animal to the Veterinary Clinic for examination on the first duty day following the incident and again on the last day of quarantine. Failure to meet these requirements will result in impoundment of the animal.

5.4.2. The Security Forces Animal Control Facility. Incidents involving unvaccinated pets, uncontrolled pets, or stray or vicious animals will result in pound quarantine. The pet owner will deliver the suspect animal to the Security Forces Animal Control Facility for confinement at the owner's expense. A \$40 Impoundment Fee and a \$5/day Maintenance Fee will be charged. Animal Control will pick up stray animals for transportation to the pound. Owners of animals picked up not displaying a current rabies vaccination tag will be fined an additional \$25.

5.5. Violations:

5.5.1. Security Forces will use AF Form 3545, **Incident Report**, to notify unit commander of all cases of animal abuse. Unit commanders will conduct an informal investigation to find out if owner's negligence contributed to the cause of the violation. If negligence is determined, the commander will take the proper corrective action, showing action taken by endorsing the incident report and giving a brief of the investigation.

(**Note:** A unit commander's finding of no negligence will not be grounds to waive fees listed in this instruction.)

5.5.2. Abandonment: Abandoning animals on Edwards AFB is prohibited. Violators will be fined \$100 IAW California Penal Code, Section 597f (abandonment or neglected animals).

5.5.3. Nuisance: Animals which make excessive noise, create offensive odors, or commit other offensive acts to individuals or the general public will be considered a nuisance, and are subject to immediate impoundment.

5.5.4. Vicious Animals: Animals involved in vicious attacks are impounded immediately at the owner's expense and placed at the ACF. The Base Veterinarian will determine if an animal is vicious and may recommend that it be removed from the installation. Animals may be classified as vicious if they demonstrate vicious tendencies or behavior by an unprovoked attack (with or without contact), bite, or scratch of a human or other animal, and are subject to immediate impoundment. If the incident was clearly the result of mistreatment, cruelty, and/or provocation by the victim, this fact will be considered in making the decision concerning the animal. For further information on removal procedures, see paragraph 7.

5.5.5. Public Health Hazards. Owners must take proper care of their animals to avoid creating a public health threat to the base community. Yards, garages, and other premises must be kept free of pet feces accumulation. While walking any animal, the owner is responsible for making sure all feces from their animal is removed from the area. If a public health hazard exists, appropriate rec-

ommendations will be recorded on AF Form 3545. Public health violations will be handled as follows:

5.5.5.1. First violation will receive a warning letter.

5.5.5.2. Second violation will result in impoundment of the animal at the owner's expense until the situation is resolved.

5.5.5.3. Third violation will result in removing the animal from the installation.

5.6. Cruelty to Animals.

5.6.1. Cruelty to animals defined: Any person who overworks, tortures, torments, deprives of necessary sustenance, drink or shelter, cruelly beats, mutilates, or cruelly kills any animal is guilty of animal cruelty. Any person who abuses or fails to provide the animal with proper food, drink, or shelter is also guilty and in violation of this instruction.

5.6.2. Suspected animal cruelty: In cases of suspected animal cruelty or on-site inspection by a Security Forces Animal Control Officer, any appearance of cruel treatment to an animal(s) may result in the owner being directed to take the animal immediately to the Base Veterinarian Office for examination. Based upon the opinion of the Base Veterinarian, the animal(s) in question will either be released to the owner or held at the Stray Animal Kennel Facility for safekeeping, until the judgment is rendered. If in a case of suspected animal cruelty and the owner of an animal is not home (leave, TDY, etc.), Security Forces may transport such animal to the Base Veterinarian Office for examination. The animal will remain at the Animal Control Facility for safekeeping until the owner returns. The owner will be charged all fees necessary for the care of their animal(s).

6. Contractors: Contractors will not bring pets on Edwards AFB unless stipulated in their contract agreement. Animals must have all vaccinations and will wear an up-to-date rabies tag.

7. Removal From The Installation:

7.1. Unit commanders, the Chief of Security Forces or the Base Veterinarian may recommend removal of a pet from the installation. The 95th Air Base Wing Commander or the 412th Test Wing Commander directs the removal. Upon notification of a barment request, Animal Control personnel will confine the animal at the ACF, at the owner's expense.

7.1.1. Security Forces Animal Control will provide owners written notification of barment and initial confinement. The owner of the animal is given 5 duty days upon release, to find a home for the animal off base or provide a written appeal to the AFFTC Commander.

7.1.2. At the end of the fifth day, if the owner has not found a home for the animal it will be transported to the Mojave Animal Control Facility for adoption/destruction.

8. Animal Control Facility Procedures: Animals that fall in the following categories will be impounded:

8.1. Strays. Any animal not under positive control of a responsible individual.

8.1.1. If the owner can be determined, he/she will be contacted and asked to pick up the animal. Hours of operation for the pick-up of animals are 0830 to 1530, Mon-Thurs. (Subject to change)

The owner will be assessed an impoundment fee of \$40 for the first offense, \$80 for the second offense, and possible pet ownership revocation for the third offense. A maintenance fee of \$5/day per animal will also be assessed.

8.1.2. If the owner refuses to pick up the animal, the unit commander is notified and an assessment fee is charged from the date the owner was contacted and refused to pick up the animal. Once ownership is relinquished, the animal becomes property of the US Air Force and becomes available for adoption or transfer to the Kern County Animal Shelter for disposition.

8.1.3. In either case (8.1.1. or 8.1.2.) above or paragraph 9.1. below, a DD Form 1131, **Cash Collection Voucher**, will be prepared and presented to the owner for the amount shown on the SF Form 5175, **Animal Record**. The pet owner will hand carry the validated copy of the DD Form 1131 back to the ACF to clear the account.

8.1.4. Animals whose owners cannot be determined after 5 days become the property of the US Air Force and become available for adoption or for transfer to the Kern County Animal Shelter.

9. Adoptions :

9.1. There is a nonrefundable \$25 adoption fee per animal. An adoptable cat or dog is:

9.1.1. At least six weeks old and weaned.

9.1.2. Appears to be in good physical condition and free from disease

9.2. The minimum requirements for a suitable owner will include:

9.2.1. Proof of having reached the age of legal responsibility.

9.2.2. A permanent residence and a home or duty telephone number within the area served by the adopting agency.

9.2.3. Ability to provide resources, awareness, and a willingness to pay the necessary cost for proper care of the pet.

9.2.4. Must not have a history of animal abuse and/or animal turn-ins.

9.3. Once approved for adoption, the owner will have the animal examined and registered by the Base Veterinarian within 5 workdays of adoption. Animals not registered within the required time period are subject to impoundment by Security Forces at the owner's expense.

9.4. The owner will be required to schedule the animal to be spayed or neutered at the owner's expense and clinic of their choice. Direction will be given at the time of pet registration with the Veterinary Treatment Facility.

9.5. Security Forces will notify the Veterinary Treatment Facility of all adoptions and provide data on both the animal and adoption for verification and compliance with this instruction.

10. Disposal: Animals will be kept impounded under this regulation for 5 duty days; disposal will be made after 5 duty days, except where noted.

11. Animal Breeding: Breeding animals in base housing for commercial profit is prohibited, unless authorized by the 95th Air Base Wing Commander. The Base Veterinarian may deny on base treatment to any commercial breeders.

12. Forms Prescribed: SFS Form 5175, **Animal Record**, is used by personnel at animal control to keep a record of strays. SFOW Form 2, **Animal Control Notice** is used as a notification of violations of the regulation; kept on file for one year.

RICHARD V. REYNOLDS, Major General, USAF
Commander